



City of Nashua

Central Purchasing
229 Main Street
Nashua NH 03060

December 3, 2014

Request for Proposals

Collection and Disposal Services
RFP0239-011415

The City of Nashua, NH, is seeking proposals for a new program for the collection and disposal / processing of trash and recyclables at interested residential complexes and institutions that are **not** part of the City's Solid Waste Department service territory. The program shall include weekly trash collection and disposal, as well as weekly collection and marketing of single stream recyclables.

The intent of this program is to assist residents and institutions to increase recycling and thereby reduce the amount of trash disposed at the Four Hills Landfill, by providing cost-effective and efficient options for the collection and disposition of trash and recycling. The potential venue includes residential condominium, large apartment and mobile home complexes and private schools and institutions in the City. It is anticipated that interested parties will form a cooperative to manage any contracts that ensue. The successful vendor would enter into an agreement with individual complexes or with a cooperative; **the City of Nashua will not be entering into any contracts related to this proposal.**

INSTRUCTIONS TO VENDORS:

Submit one (1) original and one (1) photocopy of same, of the proposal in a sealed envelope(s) or package(s) clearly marked "**Collection and Disposal Services**". Complete specifications and related documentation is available on our web site, www.nashuanh.gov, under Citizen Favorites, Current Bid Opportunities, document **RFP0239-011415**. The names of those agencies that submitted a proposal will be posted on the web site, under Bid Results, within three (3) hours of opening.

Proposals must be submitted, as outlined in the preceding paragraph, **no later than 3:00PM on Wednesday, January 14th, 2015**, c/o Central Purchasing Office, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060. Proposals must be submitted in the format provided and address the items specified in the proposal specifications. The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason.

A mandatory pre-bid conference will be held at 10:00AM on Monday, December 15th, 2014 at the Division of Public Works Administration and Engineering Office, 9 Riverside Street, Nashua, NH 03062. The meeting is an opportunity for the City to overview the project and objectives, and participants to request additional information directly from City staff managing or participating in the project. Additional information provided at the meeting will also be provided by Addendum. **You or your representatives are required to attend this meeting if you intend to submit a proposal.**

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

The project timeline is as follows:

	Date	Time
Mandatory Pre-bid Meeting	Monday, December 15, 2014	10:00AM DPW Offices, 9 Riverside St, Nashua NH 03062
Deadline for Vendor Questions	Tuesday, December 23rd, 2014	12:00 NOON
Answers/Clarifications Posted	Wednesday, December 31st, 2014	12:00 NOON
Proposal Submittal Date	Wednesday, January 14 th , 2015	3:00 PM Central Purchasing Dept.

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate and complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries must be submitted in writing**, citing the IFB title, IFB number, Page, Section, and received **no later than Tuesday, December 23rd, 2014 at 12:00 NOON to:**

Mr. Jeff Lafleur, Superintendent
City of Nashua
Solid Waste Department
840 West Hollis Street
Nashua, NH 03062
Email: lafleurj@nashuanh.gov

The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Answers to vendor submitted questions and other addenda will be posted under document **RFP0239-011415** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **Wednesday, December 31st, 2014, at 12:00 NOON**.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this proposal request is void as to anyone who is in default on said payments as well as those who are or have been federally debarred.

As noted above, please contact Jeff Lafleur, Solid Waste Department, via email at lafleurj@nashuanh.gov with questions relating to this Request for Proposals.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua

Background

The City of Nashua, NH is seeking proposals for a new program for the collection and disposal / processing of trash and recyclables at residential complexes and institutions that are **not** part of the City's Solid Waste Department service territory. The program shall include weekly trash collection and disposal, and weekly collection and marketing of single stream recyclables.

The intent of this program is to assist residents and institutions to increase recycling and thereby reduce the amount of trash disposed at the Four Hills Landfill, by providing cost-effective and efficient options for the collection and disposition of trash and recycling. The potential venue includes residential condominium, large apartment and mobile home complexes and private schools and institutions in the City. It is anticipated that interested parties will form a cooperative to manage any contracts that ensue.

The successful vendor would enter into an agreement with individual complexes or with a cooperative; the City of Nashua will not be entering into any contracts related to this proposal.

Scope of Services

The successful vendor or vendors shall provide separate trash and recycling containers, as well as separate collection and trash disposal and recycling marketing services, for interested residential complexes, commercial and institutional entities.

Two options for collection may be employed, depending on the profile of the complex:

- Curbside trash collection and disposal
- Dumpster-based trash collection and disposal

- Curbside single-stream recycling collection and processing
- Dumpster-based single-stream recycling collection and processing

Collection equipment will be determined by the type of buildings in each residential complex.

1. Detached dwellings or garden style apartments:

Contractor-owned wheeled carts shall be distributed to each residential unit, one for trash and the other for single-stream recyclables.

2. Multi-family buildings:

Separate bulk containers (covered dumpsters) shall be provided for trash and single-stream recyclables; these should be situated in adequate numbers so as to provide convenient drop-off by residents.

Term of Agreement

The term of the contract shall be five (5) years, commencing on or about July 1, 2015. There will be an option to renew for an additional three (3) years.

Any fees for the service must remain unchanged for at least three (3) years, with a "not to exceed" price for the five (5) year term.

Basis of Award

A contract **may** be awarded for the proposal or proposals that is/are most advantageous to the participating entities with consideration given to the comprehensiveness and feasibility of the proposal, price, references, and the experience, qualifications, and the compliance and legal history of the vendor and any proposed subcontractors. Discussions with responsible vendors may be conducted prior to selection. However, there is no guarantee that any party will enter into any contract based on the responses to this RFP.

The right is reserved to waive any items in any or all proposals, to reject any or all proposals, or to accept any proposal submitted for the work and services, as deemed to be in the best interest of the interested parties, based upon the qualifications, experience, demonstrated ability to perform, cost, or other factors deemed by the interested parties to bear on the successful outcome of the contract, prior to awarding of contract.

The contract will include all contract documents and pertinent specifications. Within fourteen (14) days after the award of contract, the successful vendor shall execute the contract in triplicate with each individual complex or with a cooperative. Any agreement will be with the users of the service and NOT with the City of Nashua.

Additional Specifications/Requirements

The successful vendor must accept all entities that are interested in participating in the program for the first three years of the contract. This is to allow interested entities to honor existing contracts before signing up for this program.

There is no guaranteed tonnage for this program. Pricing must be the same for all participants.

Nashua encompasses 32 square miles, with 305 street miles of public roads and 66 street miles of private roads.

Proposals from brokers will NOT be accepted. The successful vendor must utilize its own equipment and staff to provide the required services.

The successful vendor shall be responsible for all equipment, including repair and/or replacement of carts that are damaged or stolen. The vendor shall not be responsible for repair or replacement of carts damaged through negligence of residential users. The vendor(s) shall maintain Customer Service communication lines – utilizing both telephones and e-mail - for Residents and Property Managers to use for complaints, service requests, and other issues. The successful vendor will be notified when new residential units are approved and entitled to receive service, and the successful vendor must provide outreach and a good educational awareness program for potential users of the service.

Proposals must remain in effect for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

Single stream recyclables must be brought to the Vendor's facility, and may NOT be dropped off at the Nashua Recycling Center.

Vendors are required to submit proposals on the forms provided. (Reference Submission Requirements (B) below).

Any deviation from the specifications as listed by the City in this RFP should be highlighted and explained in the **Proposal Summary**. (Reference Submission Requirements (B) (b) below)

Submission Requirements

- A. **A Mandatory Pre-Submittal Conference** - A meeting to discuss the project is scheduled for **Monday, December 15th, 2014 at 10:00AM** at the Division of Public Works Administration and Engineering Office, 9 Riverside Street, Nashua NH 03062. **You or your representatives are required to attend this meeting if you intend to submit a proposal.**
- B. **The following schedules (A through E) must be submitted as a part of your proposal:**
- a. Schedule A "Vendor Information" --- (page 6 of this document) To Include vendor contact information, staff that would be assigned to this contract, license numbers/permits issued to vendor, etc.
 - b. Schedule B "Proposal Summary" --- (page 7 of this document) ---To include experience, qualifications, and the compliance and legal history of the vendor and any proposed subcontractors. Note any deviation from the specifications in this Request for Proposals.
 - c. Schedule C "Proposal Costs"--- (page 8 of this document) ---To include your revenue sharing plan, with an explanation of the formula and index.
 - d. Schedule D "Vendor References"---(page 9 of this document)---Provide at least three (3) references from communities and complexes similar in size and program description to Nashua, where the vendor has at least one year's experience with handling the trash and recyclables for each community and/or complex. Include the name, title, and phone number for the contact person.
 - e. Schedule E " List of Acceptable Recyclables"---(page 10 of this document)
 - f. Schedule F is a List of Private Hauler Residential Properties and is being provided for information purposes only. This is a separate Excel document titled **RFP0239-011415 SCHEDULE F**. One tab "Summary Properties" is a one page list that summarizes the Private Hauler Residential Properties by category. One tab, "List of Private Properties", provides detail lists of the categories: Condominium Complexes in Nashua, Apartment Complexes in Nashua, and Mobile Home Parks in Nashua.
- C. **Submission** - Submit **one original and one (1) copy of same** of the above referenced Schedules, A-E, in a sealed envelope/package labeled "**Collection and Disposal Services**" no later than **Wednesday, January 14th, 2015 at 3:00 PM** to Central Purchasing, Lower Level, 229 Main Street, Nashua, NH 03060.

Contact for Questions

Inquiries concerning this RFP shall be submitted in writing to Jeff Lafleur, Superintendent, Solid Waste Department, via email at lafleurj@nashuanh.gov

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CITY OF NASHUA, NEW HAMPSHIRE

SCHEDULE A

VENDOR INFORMATION

VENDOR NAME: _____

VENDOR _____

PHONE: _____ E-MAIL: _____

WEBSITE: _____

VENDOR IS A (check and /or complete where applicable)

_____ CORPORATION, STATE OF INCORPORATION _____

_____ SOLE PROPRIETORSHIP

_____ PARTNERSHIP OR ASSOCIATION

_____ OTHER _____

NAME of CEO: _____

Official who will manage this contract and whom the City would contact concerning the contract:

NAME: _____

TITLE: _____

PHONE _____ (office) _____ (cell)

E-MAIL: _____

Provide all license numbers or permits issued by Federal, state, or local government authorities that the vendor has, which are required for the performance of this contract, including professional or trade licenses.

License / Permit: _____

License / Permit #: _____

License Holder: _____

License Expiration Date: _____

Issuing Authority: _____

Address of Issuing Authority: _____

There is a City-owned CNG fueling station near exit 5W off the Everett Turnpike (route 3). Are you willing to use Compressed Natural Gas (CNG) vehicles for the collection of trash and recyclables?

YES _____ NO _____

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CITY OF NASHUA, NEW HAMPSHIRE

SCHEDULE B

PROPOSAL SUMMARY

Vendor Name: _____

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CITY OF NASHUA, NEW HAMPSHIRE

SCHEDULE C

PROPOSAL COSTS

Vendor Name: _____

1. Trash Collection – price per unit pickup:

10-yd dumpster: \$ _____

8-yd dumpster: \$ _____

6-yd dumpster: \$ _____

2-yd dumpster: \$ _____

Wheeled cart: \$ _____

2. Trash Disposal: \$ _____

3. Recycling Collection – price per unit pickup:

10-yd dumpster: \$ _____

8-yd dumpster: \$ _____

6-yd dumpster: \$ _____

2-yd dumpster: \$ _____

Wheeled cart: \$ _____

4. Recycling Processing: \$ _____

5. Recycling Marketing: Revenue-sharing plan – explain formula and index:

Authorized Signature

Date

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CITY OF NASHUA, NEW HAMPSHIRE

SCHEDULE D

LIST of VENDOR REFERENCES

Vendor Name: _____

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CITY OF NASHUA, NEW HAMPSHIRE

SCHEDULE E

LIST of ACCEPTABLE RECYCLABLES

Vendor Name: _____